



Substitute Teachers

If you are interested in becoming a substitute teacher for the Canton Public School District, contact the Office of Personnel and complete the required employment paperwork. Arrangements for securing substitute teachers are administered by the Office of Personnel. After submitting the required documentation and being screened, eligible substitute teachers will be placed on an approved list. This list will be distributed to school administrators.

Individuals on the approved list must be available for any assignment in any school. Whenever possible, the substitute's credentials will be matched with the grades and/or subject area(s) for which you are qualified and willing to teach. If you have additional questions, contact the Office of Personnel.

Required Documentation

- Official transcript
- Completed application
- Criminal background check and fingerprint clearance (\$32.00 processing fee)
- Mississippi License (if applicable)
- Resume'
- Social security card
- Driver's license

Expectations

- Report to work when called
- Be professional in conduct
- Follow district policies and procedures
- Carry out the teacher's lesson plans
- Maintain discipline and control of assigned classroom
- Demonstrate a professional image in appearance and attire
- Report directly to the principal or his designee

Canton Public School District
Office of Personnel
403 East Lincoln Street
Canton, MS 39046
Phone: (601) 859-3089
Fax: (601) 859-4023

Applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, or any other legally protected status.

Effective July 1, 2009, the Canton Public School District Board of Trustees provided for a wage adjustment for substitute teachers. Substitute teachers will receive per diem rates according to the chart below.

Definition	Per Diem Rate
Limited Service: Individuals who possess a Bachelor's or higher degree from a regionally/nationally accredited institution of higher learning, with or without a teaching license. A Limited Service Teacher replaces an employee who is absent from work for twenty (20) or more days and requires school board approval.	\$ 100.00
Individuals who possess a degree	\$ 85.00
Individuals who <u>do not</u> possess a degree, but have attained 48 hours of coursework with a "C" or higher from a regionally/nationally accredited institution of higher learning.	\$ 65.00

Note: Substitute teachers are not eligible to participate in health benefits or the Employees' Retirement System. Wages are subject to Social Security and Medicare taxes.

GREAT NEWS FOR SUBSTITUTE TEACHERS!

The rate of pay for substitute teachers increased.

\$ 65.00 Without A Degree

\$ 85.00 With A Degree

\$ 100.00 Limited Service

Payday: Last working day of the month

CONTACT

Canton Public School District
Office of Personnel
403 East Lincoln Street
Canton, MS 39046
(601) 859-3089